

HRSC-SW Operating Procedure 12296.6

Subj: PROCESSING MISCELLANEOUS PERSONNEL ACTIONS

Ref: (a) OPM Guide to Processing Personnel Actions

Encl: (1) Conditions of Temporary Promotion Memo Format
(2) Table of DCPDS Codes for Cause of Disciplinary/Performance Actions
(3) DFAS Checklist

1. **Purpose.** To establish the procedures for processing a variety of personnel actions not specifically covered by other HRSC-SW Operating Procedures.
2. **Cancellation.** This cancels HRSC-SW-OP 12296.5a of 02 January 2004. Information in the former guidance has been included in this new guidance.
3. **Background.** These procedures cover the following types of personnel actions which require input from Management/HRO in order for HRSC-SW to input the action into DCPDS and to process the action in accordance with reference (a): Detail, Leave Without Pay, Return to Duty, Resignation, Temporary Promotion, Change to Lower Grade from Temporary Promotion, Suspension, Letter of Reprimand, Letter or Reprimand in Lieu of a Suspension, Settlement Agreements and Third Party Decisions, Change in Data Element (e.g., bargaining unit status code), Removal, Discharge, Terminations, Denial of Within Grade Increase, Expiration of Temporary Appointment, Change in Work Schedule, Name Change, Change in Duty Station, Change in Premium Pay, Retirement (with and without Voluntary Separation Incentive Pay), including disability and Discontinued Service Retirements, Death cases and Quality Step Increases (QSI).
4. **Responsibilities and Procedures.** The HRSC-SW and the customers it serves (i.e., HROs, activity management, and employees) are responsible for executing the procedures outlined below. When the information needed to process an action cannot be entered into the Request for Personnel Action (RPA), managers and HRO personnel will need to enter the information in the notepad of the RPA. When the RPA is printed, this information will appear on page three of the RPA. **In most cases, RPAs (SF-52) must be received in the HRSC-SW at least five work days prior to the desired effective date of the requested action.** There are some actions that require the RPA to be received in the HRSC-SW 30 days prior to the effective date.
 - a. **Management responsibilities:** Consult with HRO on procedures required for any of the actions covered by this Operating Procedure. Submit a RPA, required documentation, and/or additional information for personnel actions to the HRO as outlined below. Management is responsible for planning in advance so that a RPA is submitted in sufficient time to clear internal approval changes (including Resource Management) and still meet the lead time required by the HRSC-SW.

(1) Details. Submit a RPA when it is appropriate to document (i.e., required by negotiated agreements) a detail action, e.g., when an employee is assigned to another job or set of duties which are significantly different from the employee's job of record, and the period of the assignment will exceed 30 days or when employee is assigned to a different cost center or position where Fair Labor Standard Act (FLSA) codes are different, etc. In Part B of the RPA, include the employee's name, social security number, effective date, and not-to-exceed date. Indicate in the notepad of the RPA the UIC, organization code where the employee will be assigned, Cost Center Code/Jar Code, title, pay plan, series, grade, position description number of the position to which the employee is to be detailed, and a brief description of duties if it is a detail to a set of unclassified duties. A "Termination of Detail" RPA is required if the detail is to be terminated prior to the original expiration date. Details must be made in increments of 120 days or less. Details to higher graded jobs for more than 120 days must be made via competitive procedures.

(2) Leave Without Pay (LWOP). A RPA is required when an employee is granted LWOP of 80 hours or more because of an on-the-job injury or when LWOP is for other reasons expected to last more than 30 days. When the employee is permanently leaving a position after the LWOP expires, then the LWOP action must be submitted with a RPA for some type of separation action, (e.g., resignation or retirement).

(3) Return to Duty (RTD). Managers must submit a RPA for a "Return to Duty" as soon as it is determined when an employee on LWOP will return to duty. Failure to do so results in the employee not being paid. HRSC-SW will follow up with HRO on all LWOP actions for which no follow-on action or extension is received by the Not to Exceed (NTE) date.

(4) Resignation.

(a) A resignation RPA should be signed by the employee and the signed copy forwarded to the HRSC, via HRO, for filing in the Official Personnel Folder (OPF). The manager should also submit an electronic RPA and indicate the reason for the employee's resignation, date original RPA signed (if received verbally give date and to whom resignation information was stated) and include employee's forwarding address. These are extremely important for payment of salary or leave monies due at the time of separation. Coordinate with the HRO regarding the timing of submission of the resignation SF-52.

(b) If the employee submits resignation on another document, submit that document with the RPA. If neither a SF-52 nor some other document from the employee is available, submit a memorandum for the record to document the employee's request. Ensure that separating employees are advised of any local checkout procedures, (e.g., return of tools, ID/Security Badge, etc).

(5) Temporary Promotion/Change to Lower Grade (CLG) from Temporary Promotion.

(a) For a non-competitive temporary promotion, contact the HRO before submitting a RPA to ensure the employee is qualified and eligible for the position, grade, and non-competitive action. Non-competitive temporary promotions can be effective within 5 working days once the employee is found to meet the eligibility criteria for the higher position. Non-competitive

promotions are allowed, for the same employee, for a period not to exceed 120 days for any previous calendar year.

(b) Competitive temporary promotions, and the extension of temporary promotions under a competitive process, follow the same timeline as for recruitment actions. To ensure enough time is allowed for the competitive process to take place, submit the RPAs at a minimum of 30 days in advance. Competitive temporary promotions are allowed, to the same position/function, for a period not to exceed 5 years (including a non-competitive period).

(c) Complete the "Conditions of Temporary Promotion" notice, enclosure (1), obtain the employee's signature and submit it to HRO with the RPA for the temporary promotion action. HRSC-SW will generate the CLG on the expiration date of the temporary promotion unless an action requesting an extension of the temporary promotion is submitted prior to that date.

(6) Extension/Early Termination of Temporary Promotion or CLG.

(a) Extensions: Submit a RPA to extend a temporary promotion or temporary CLG at least 30 days before the action is desired (if prior to NTE date).

(b) Terminations: Submit a RPA to terminate a temporary promotion to temporary CLG at least five days before the effective date. The DCPDS does not automatically process terminations of temporary promotions or CLGs on the expiration date of the action.

(7) Extension/Early Termination of Appointment.

(a) Extensions: Submit a RPA to extend a temporary appointment at least 30 days before the action is desired (if prior to NTE date).

(b) Terminations: Submit a RPA to terminate a temporary appointment at least five days before the action is desired, if it is prior to the established NTE date. The DCPDS automatically processes terminations of temporary appointments on the expiration date of the action. Temporary appointments cannot be extended beyond two years from the date of the initial temporary appointment.

(8) Name Change. Consult with HRO for appropriate reasons and documentation needed for name changes. A RPA must be submitted when an employee's request for a name change is a result from marriage or court action, such as a divisor or legal name change. Indicate the employee's new name in the RPA, Part B, Block 1, and the employee's former name in Part D.

(9) Change in Work Schedule. Full-time employees who are changing to a part-time or intermittent work schedule or who are part-time wish to change the number of hours worked, indicate in Part D the new number of hours per pay period that the employee will work. For part-time work schedules also indicate in Part D the actual hours the employee will work. Intermittent (on-call) employees do not have a regularly scheduled workweek nor are they eligible for benefits (e.g., life/health insurance, etc). A signed statement, requesting such action,

initiated by the employee and approved by the appropriate supervisory chain, must accompany changes in work schedule initiated by employees.

(10) Change in Premium Pay. When a personnel action will change an employee's premium pay, indicate in the notepad of the RPA both the old and new premium pay percentages and type (e.g., standby duty pay, administratively uncontrollable overtime (AUO) pay, etc., and the new number of hours of work per week.

(11) Retirement. The RPA must be received in HRSC-SW at least 30 days prior to the effective date for all retirement actions. Submit the RPA for optional retirement **WITHOUT** a VSIP and disability retirement directly to the Benefits Division, Code 43 group inbox. Submit optional and early retirements **WITH** a VSIP and separation actions conferring Discontinued Service Retirement (DSR) retirement eligibility directly to the servicing HRSC-SW Code 53 team. The employee should sign a copy of the retirement RPA which will be forwarded to the HRSC-SW, via HRO, for filing in the Official Personnel Folder (OPF).

(12) Quality Step Increase (QSI). Management is responsible for create the RPA for a QSI at least 30 days prior to the desired effective date the action is required to go through the Resource Management Office so that the RPA can arrive in the HRSC-SW at least **10 workdays** prior to the effective date. The RPA for a QSI is submitted directly to the Benefits Division, Code 43 group inbox, **10 workdays** before the effective date. (Cash awards should be submitted directly to the servicing HRSC-SW Code 53 team.)

(13) Death. Report the death of an employee directly to the Benefits Division, Code 43 via email or telephone call. Submit a RPA documenting the death to the Code 43 group inbox.

b. **HRO responsibilities**: Consult with management as needed on requirements associated with the actions covered by this Operating Procedure. Some actions require documentation or require submission of specific additional information as outlined below. Submit the RPA, via DCPDS, to the servicing HRSC-SW Code 53 team or the Benefits Division, Code 43, as appropriate. Provide copies of actions to employees as appropriate.

(1) For the personnel actions addressed in paragraph (4)(a) above, ensure that the additional information identified is submitted. Any documents that are available in electronic file should be attached to the RPA. Otherwise, annotate the associated RPA number on the document and fax to the servicing HRSC-SW Code 53 team.

(2) Temporary Actions. Each month, review the "Appointments with NTE Dates" report received from the HRSC to track and follow up on temporary actions for which an extension or follow-on action should to be submitted by the manager. Submit the RPA at least 30 days prior to the NTE date.

(3) LWOP. Notify HRSC-SW Code 43 by email or faxed memo of any leave transfer recipient who will be placed on LWOP for a period not requiring an SF-50 (see paragraph 4a(2) above). This will enable HRSC-SW to advise the employee of any impact such action may have on their benefits.

(4) Resignations. For resignations that will be effective at the expiration of the LWOP, ensure manager submits a completed resignation RPA with the LWOP RPA. The HRSC-SW will process the resignation no earlier than 15 calendar days in advance of the resignation effective date. For Demonstration Project employees, also annotate the employee's exit and full performance levels.

(5) Name Change. Accept any documentation that gives reasonable assurance of the appropriateness of the action. Verify the information from the applicable appropriate documentation (i.e., marriage certificate, divorce decree, court order, etc.). Annotate the verification in the notepad of the RPA. The employee should be counseled to notify the Social Security Administration of the name change before the change is made in personnel records.

(6) Disciplinary Actions. For the following actions, provide in the notepad of the RPA the DCPDS code for the cause of the disciplinary action as defined in enclosure (2), and submit the additional information or documents outlined below.

(a) Suspension. In Part B of the RPA, provide the nature of action code and the authority code. In the notepad, provide the reason for the suspension and the days on which the suspension will be carried out if it is not to be imposed on consecutive workdays.

(b) Letter of Reprimand. Provide the reason for the reprimand and note the retention time period. Annotate the associated RPA number on the letter of reprimand and fax a copy to the servicing HRSC-SW Code 53 team. This is to ensure that the letter of reprimand is properly documented in DCPDS with a suspense date for removal of the letter of reprimand from the employee's Official Personnel Folder (OPF) at the appropriate time.

(c) Removal or Termination. In Part B of the RPA, provide the nature of action code and the authority code. In the notepad, provide the remarks related to the removal and the forwarding address for the employee. HRSC-SW will determine appropriate remarks concerning benefits. For Demonstration Project employees, also annotate the employee's exit and full performance levels.

(d) Denial of Within Grade Increase (WGI): Submit a RPA for the denial no later than 15 calendar days **before** the WGI due date. Annotate in the notepad the performance rating which is the basis for the denial.

(e) Letter of Reprimand In Lieu of a Suspension:

1. When a disciplinary action has the same weight as a suspension and the employee's pay is not being affected, the HRSC-SW will prepare a Pseudo SF-50. A Pseudo SF-50 does not flow to payroll, however, the SF-50 will be filed on the permanent side of the OPF for the retention period, and the Letter of Reprimand will be filed on the temporary side of the OPF.

2. Submit a RPA; in Part B of the RPA, provide the nature of action code and the authority code. In the notepad, provide the reason for the action and note the retention time period the SF-50 will remain in the OPF. Provide a copy of the letter via fax to the servicing

Code 53 team, with an annotation of the RPA number associated with the reprimand. The HRSC-SW will prepare a Pseudo SF-50 and send employee copy and a copy for the HRO file to the HRO.

(7) Settlement Agreements and Third Party Decisions:

(a) Submit a RPA for the action(s) required per the settlement agreement to your servicing HRSC-SW Code 53 team or the Benefits Division, Code 43 as appropriate. In the notepad, provide specific instructions of the action(s) required.

(b) Provide a full and complete copy of the settlement agreement or third party decision via fax to the HRSC-SW servicing Code 53 team and/or Code 43, with an annotation of the RPA number associated with the agreement.

(c) To ensure timely compliance with the third party decision or settlement agreement, HRO must also provide the information outlined in enclosure (3) directly to the appropriate DFAS office. Annotate in the RPA Note Pad that the necessary information was sent to DFAS and date that it was done.

(d) Once actions are completed, request OPF to ensure that record complies with the terms of the settlement agreement or third party decision.

(e) If compliance issues arise after the OPF has been transferred to the National Personnel Records Center (NPRC), request OPF directly from the NPRC provided no additional actions are required to be processed by the HRSC-SW. If actions are required to be processed in DCPDS or require interface from DCPDS to DFAS, HRSC-SW will request the OPF. OPFs can be requested on a Standard Form 127 and sent to: National Archives and Records Administration, National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118.

c. Employee responsibilities:

(1) Resignation. Submit a SF-52 or letter of resignation to management or to HRO when resigning. State the reason for resignation, provide a forwarding address and effective date in Part E, and forward the signed SF-52 to HRO.

(2) Retirement. Contact the Benefits Division, Code 43, 60 days before the effective date of the retirement. The General Benefit's Customer Service phone numbers are (619) 615-5554 or DSN 245-5554 or 1-800-831-0622 ext. 5554. Submit a SF-52 of retirement to management at least 30 days prior to the effective date of the retirement. Provide a forwarding address and effective date in Part E, and forward the signed SF-52 to HRO.

(3) Name Change. When a name change occurs, ensure that the Social Security Administration has been notified and submit a SF-52 to management for a name change. Indicate the new name in Part B, Block I, and in Part D, show the former name, reason for name change and date of occurrence (e.g., marriage, divorce, or legal action).

(4) Submission of Resume. Upon request by management or HRO, submit a current resume to be used in determining qualifications for a variety of possible actions, e.g., Reduction In Force (RIF) placement, Priority Placement Program (PPP) registration, temporary promotion, accretion promotion, etc.

d. **HRSC-SW responsibilities:**

(1) Input actions to DCPDS prior to the effective date and file the SF-50 in the OPF.

(2) Details.

(a) Code the action, e.g., NTE date, and place applicable statement(s) in the remarks section.

(b) File a copy of the SF-52 in the OPF on the left (temporary) side, and provide a copy to HRO for distribution to the employee. When required by a Collective Bargaining Agreement, file a copy of the SF-52 in the OPF on the right (permanent) side, and provide a copy to HRO for distribution to the employee if the RPA is used in lieu of an SF-50.

(c) If the FLSA or premium pay changes occur on a detail action, update the appropriate data field and coordinate with DFAS.

(d) Since the original "Detail" action does not flow to payroll, HRSC-SW will not generate a second RPA to document the return of the employee to his/her permanent position. The original RPA contains both the effective date and expiration date of the "Detail", therefore, this one action will suffice for employee notification and OPF documentation purposes.

(e) The DCPDS does not generate a Detail Notification of Personnel Action (SF-50), therefore when an activity's bargaining unit agreement requires an SF-50 to document a detail, a Pseudo 50 will be completed and forwarded to the HRO and filed in the OPF.

(3) Temporary Actions.

(a) Each month, forward the temporary actions report to the HRO. Track and follow up on temporary actions (e.g., LWOP, Temp Promotion, detail, etc.), for which an extension or follow on action has not been received at least 30 days prior to the NTE date.

(b) If an extension request is not received five days prior to the NTE date of a temporary action, initiate the follow on action to terminate the temporary action and update DCPDS records. For example, the HRSC-SW will initiate a CLG from a temporary promotion action in DCPDS on the NTE date of the associated temporary promotion action.

(c) Temporary Promotions and Details to a higher grade beyond 120 days, apply competitive procedures and Priority Placement Program requirements, if applicable, and ensure employee meets eligibility and qualification requirements before effecting the action.

(4) For actions that impact benefits, determine impact, annotate the personnel action, and

notify the employee in writing. Retain a copy of the notification in the RPA case file and on the left side of the OPF.

(5) Letters of Reprimand:

(a) Update DCPDS with the effective date of the action, reason for the action as defined by HRO in the RPA and enclosure (2), and the date the reprimand is to be removed from the OPF.

(b) Initial and date the upper right corner on the letter (use the date DCPDS was updated).

(c) File the letter and RPA on the left side of the OPF.

(d) Update the notes in the RPA with the date that the action was completed and return the annotated RPA to the HRO for their records. HRO will close the RPA.

(e) Remove the letter from the OPF file at the appropriate time.

(6) Letters of Reprimand in Lieu of Suspension:

(a) Update DCPDS with the effective date of the action, the reason for the action as defined by HRO in the RPA and enclosure (2), and the date the Reprimand is to be removed from the OPF.

(b) Initial and date the upper right corner on the letter (use the date DCPDS was updated).

(c) File a copy of the RPA on the left side of the OPF.

(d) Update the notes in the RPA with the date that the action was completed.

(e) Prepare a Pseudo SF-50 for a Letter of Reprimand in Lieu of Suspension.

(f) File the SF-50 on the right side of the OPF with the Letter of Reprimand in Lieu of Suspension.

(g) Document on the RPA, the date action was completed and information filed in the OPF and return the RPA to the HRO for cancellation.

(h) Distribute copies of the SF-50s to the HRO for submission to DFAS and other appropriate distribution.

(i) Monitor the "Not to Exceed" reports and remove the SF-50 and letter from the OPF file at the appropriate time.

(7) Settlement Agreement or a third party decision:

- (a) Generate and process the RPA(s) for the requested personnel action(s).
- (b) Initial and date the upper right corner of the agreement the date the action(s) were completed.
- (c) Give a copy of the agreement and copies of the SF-50s to Code 50S for retention.
- (d) Ensure that Code 43 has a copy of the settlement agreement, and coordinate with Code 43 staff to ensure that appropriate benefits actions have been taken.
- (e) Document a RPA sent by the HRO with a statement in notes that all required actions have been processed and return RPA to the HRO for their records. Specify the RPAs used, if applicable.
- (f) Distribute copies of the SF-50 and any benefit actions to the HRO as appropriate, for their use in submission to DFAS and to others as appropriate.
- (g) If actions were created in HRSC notify HRO all necessary actions have been processed via e-mail and ensure that the appropriate documents have been removed from or placed in the OPF.

5. Effective Date: 12 May 2004

Date:

MEMORANDUM

From:

To: HRSC-SW

Subj: CONDITIONS OF TEMPORARY PROMOTION

1. I understand:

- a. That I am being temporarily promoted to the position shown below;

Position (title, series, grade): _____

Not to exceed (date or number of days): _____

b. That the temporary promotion is being used to fill a temporary position, to accomplish project work, to fill a temporary need during reorganization or downsizing, or to meet other temporary needs for the specified period;

- c. That I can be returned to my permanent position at any time; and

d. That return to my permanent position is not subject to reduction in force or adverse action procedures.

- e. This temporary promotion will not affect my salary upon return to my permanent position.

Employee Signature

Date

=====

FOR HRO USE

RPA Number: _____

Fax to: HRSC-SW Code 53 Team

Enclosure (1)

TABLE OF DCPDS CODES FOR CAUSE OF
DISCIPLINARY/PERFORMANCE ACTIONS

CODE-TIME/ATTENDANCE/UNAUTHORIZED ABSENCE

89	Away From Job Without Proper Permission
90	Failure To Properly Report Unplanned Absences
AB	Tardiness
AC	AWOL Or Other Leave Or Absence System Abuse
AF	Tardiness-Less Than One-Half Hour
AG	Tardiness-One-Half Hour Or More
AH	Unauthorized Absence Of More Than 8 Hours
AI	Failure To Request Leave IAW Procedure Or Honor Valid Denial

CODE-CREDIT CARD MISUSE

73	Misuse Of Government Credit Card
MG	Misuse Of Government Facilities-Property-Manpower
P1	Misuse Of Government Purchase Charge Card
R1	Misuse Of Government Travel Charge Card
S1	Misuse Of Government AIR Charge Card
T1	Misuse Of Government Fleet Charge Card

CODE-DISCRIMINATION

62	Sexual Harassment
HA	Discriminated On Race
HB	Discriminated On Color
HC	Discriminated On National Origin
HD	Discriminated On Sex
HE	Discriminated On Age
HF	Discriminated On Handicap
HG	Discriminated On Religion
HH	Discriminated On Sexual Harassment
HJ	Discriminated On Two Or More Codes HA Thru HH
HK	Discriminated On Marital Status
HM	Discriminated On Political Affiliation
HN	Discrimination Deliberate

CODE-DISRESPECTFUL/INSUBORDINATE/UNPROFESSIONAL CONDUCT

12	Refusal To Cooperate With CEAP Referral
55	Disrespectful Conduct-Use Of Abusive Language
99	Disruptive Behavior
A2	Failure To Accept New Assignment
B1	Unprofessional Behavior Or Conduct On Duty
C4	Refusal To Comply With MSPB Order
DC	Rude Play-Abusive Talk-Quarrel Or Incite To
EF	Discourteous Behavior

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FA Delayed/Fld To Foll Instr; Defied/Disobeyed/Disregarded Auth
 FH Delay-Fail To Follow Instructions
 FI Insubordination

CODE-DRUG AND ALCOHOL RELATED

11 Illegal Drug Use
 13 Refusal To Submit To Urinalysis Testing
 14 Tampering With Drug Test Specimen
 15 Verified Positive Follow-Up Drug Testing
 16 Verified Positive Drug Test Results
 63 Unauthorized Possession Of Drugs
 64 Unauthorized Possession Of Alcohol
 BC Unauth Drink-Sell-Transfr Alcoh-Intox On Duty
 BD Drunk-Unable To Work-Hazard To Self Or Other
 CA Possd/Transferred/Sold/Used Drug Abuse Paraphernalia On Duty
 CB Possd/Used/Under Infl Marij/Narc/Dangerous Drug On Base/Duty
 CC Impard-Marijuana-Narc-Dang Drug-Hazard Unable Work
 CD Sold/Xferred Marjana/Narc/Dangerous Drugs On Base Or On Duty
 CE Possessing/Selling Or Transferring Illegal Drugs
 CF Possession Of Illegal Drugs
 CG Use Of Illegal Drugs-Accepts Counseling/Rehabilitation
 CH Use Of Illegal Drugs-Refuses Counseling/Rehabilitation
 CI Tampering With Specimen
 D1 Reporting For Duty Under The Influence Of Drugs

CODE-FALSIFICATION

54 Falsifying Attendance Records
 57 False Testimony Or Refusal To Testify
 58 Filing False Claims Against Government
 82 Falsification Of Official Documents
 DA False Statement-Intent To Harm
 EB Flsfy-Hde Fact-Refuse Tstfy-Cooprt Hear/Investigation

CODE-MISCELLANEOUS

10 Failure To Complete CEAP Recommd Counseling and Treatment
 56 Failure To Carry Or Show Identification
 59 Covering Up Defective Work
 67 Reason Is Other Than Codes 54-66
 69 Leaving Scene Of Accident/Government Vehicle
 70 Loss Of Drivers License
 79 Unauthorized Use Of Weapon/Equipment
 96 Fail To Provide Affidavit/Request
 97 Failure To Provide Medical Documentation
 98 Unauthorized Disclosure
 A4 Using Position/Authority For Unauthorized Purpose
 A7 Failure To Properly Report On-The-Job Injury
 A9 Compromising Investigation

AA Failure To Honor Debt Or Legal Obligation
C5 Rif
C6 Unfavorable Publicity
D4 Association With Disreputable Persons
D5 Participation In Criminal Activity
D7 Inappropriate Dress While On Duty
EA Actual Or Attempted Theft
ED Indecent Or Immoral Conduct
GB Assisted In A Claim Against The United States
KC Discriminated On Conduct Not Adverse To Performance
KE Encouraged Depraved Or Abusive Talk Towards A Subordinate
KF Incite-Deprive-Abusive Talk To Subordinate
KG Incite-Deprive-Abusive Talk To Subordinate-Deliberate
L1 Unacceptable Performance And Misconduct
MA Preemployment Reasons
MF Government Vehicle Operation Violation
MX Not Closely Related To Any Of Above

CODE-MISUSE OF GOVERNMENT PROPERTY

74 Use Of Government Funds For Personal Use
75 Use Of Government Property For Personal Use
76 Wrongful Disposal Of Government Property
78 Misuse Of Government Credential
81 Misuse Of Telephone
FB "Lost, Damaged Or Unauthorized Use Of Property"
FJ Loss-Damage-Unauthorized Use Of Property
FK Loss-Damage-Unauthorized Use Of Property Willful/Intent

CODE-OFF-DUTY MISCONDUCT

E1 Failure To Report Arrest
GA Misconduct Off Duty
GD Misconduct Off Duty-Unable To Work
GE Misconduct Off Duty-Adverse Impact On Agency

CODE-PERFORMANCE RELATED

65 Performance 432
91 Negligence In The Performance Of Duties
FE Careless Work-Minor Harm Or Damage
FF Careless Work-Major Harm Or Damage
FG Careless Work-Concealment
ZZ Ineffective Or Deficient Performance

CODE-PROHIBITED PERSONNEL PRACTICES

61 Prohibited Personnel Practice
GC Compromised A Test Or Examination
GF Compromise Test-Examination-Minor
GG Compromise Test-Examination-Major

JA Nepotism
JB Decpt-Obstruc-Unauth Pref-Unfair Advntg Hiring Practice
JC Coerced Political Activity
JD Deliberate Commission Of Prohibited Personnel Practice
KA Reprisal Against Whistle Blower
KB Reprisal For Using Appellate Rights
KD Violate Merit System Law-Rule-Regulation
MC Unauthorized Political Activity

CODE-SAFETY

60 Violation Of Safety Regulations-Endangering Life Prop
AD Safety Violation-Most Serious
AE Safety Violation-Least Serious
C7 Failure To Use Protective Equipment

CODE-SECURITY/STANDARDS OF CONDUCT

66 Loss Of Security Clearance
92 Work Stoppage Slowdown Or Sickout
BB Security Violation
BE Gambled Or Promoted Gambling On Duty
BG Gambling On Duty
BH Gambling-Promotion Of Or Assisting
BK Security Violation-No Release Or Compromise
BL Security Violation-Intentional Or Release/Compromise
C8 Failure To Obtain Security Clearance
DB Solicit Or Accept Gifts
FC Called For/Took Part In A Strike, Work Stoppage Or Slowdown
FD Picketing Or Interfered With Agency Operations
MD Conflict Of Interest
ME Bribery Or Graft

CODE-VIOLENCE-RELATED

D3 Making Threats
D6 Inflicting Bodily Injury On Another
EC Fighting Or Threatened Bodily Harm
MB Engage In Riot Or Civil Disorder

CODE-WASTING TIME/SLEEPING ON DUTY

94 Reading On Post
95 Wasting Time
BF Loafed Or Slept On Duty
BI Loafing Or Sleeping On Job-Minor
BJ Loafing Or Sleeping On Job-Serious

12 May 2004

DFAS CHECKLIST

**INFORMATION REQUIRED BY DFAS IN ORDER TO PROCESS PAYMENTS
AGREED UPON IN SETTLEMENT CASES OR AS ORDERED BY THE MERIT
SYSTEMS PROTECTION BOARD**

**Human Resource Office must notify the DFAS Civilian Personnel Office via a command
letter with the following information:**

1. Statement if Unemployment Benefits are to be deducted, with dollar amount, address and POC to send the package to.
2. Statement that employee was counseled concerning Health Benefits and TSP and the election forms if necessary.
3. Statement concerning entitlement to overtime, night differential, shift premium, Sunday Premium, etc, with number of hours and dates for each entitlement.
4. If Back Pay Settlement was prior to conversion to DCPS (Defense Civilian Pay System), a statement certifying any lump sum payment with number of hours and amount paid and/or any severance pay that was paid with dollar amount.
5. Statement if interest is payable with beginning date of accrual.
6. Corrected Time and Attendance, if applicable.

ATTACHMENTS TO THE LETTER SHOULD BE AS FOLLOWS:

1. Copy of Settlement Agreement and/or the MSPB Order.
2. Corrected or cancelled SF 50's.
3. Election forms for Health Benefits and/or TSP if applicable.
4. Statement certified to be accurate by the employee which includes:
 - a. Outside earnings with copies of W2's or statements from employer.
 - b. Statement that employee was ready, willing and able to work during the period.
 - c. Statement of erroneous payments employee received such as; lump sum leave, severance pay, VERA/VSIP, retirement annuity payments (if applicable) and if employee withdrew Retirement Funds.
5. If employee was unable to work during any or part of the period involved, certification of the type of leave to be charged and number of hours.

Enclosure (3)